

# VACANCY NOTICE

3086

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

4/10/13

Description of Position	TITLE OF POSITION:	Human Resources Technician	CLASSIFICATION CODE:	02782500
	SALARY RANGE:	Grade 122A; \$40,637-\$46,120 Annually	REFERENCE POSITION NO.:	2445-10200-9
	DEPARTMENT:	Administration	APPLICATION PERIOD:	4/22/13 to 4/26/13 until 4:00 pm
	DIVISION/SECTION/UNIT:	Human Resources		No Grace Period
	Assignment(s) / Comments	RIDOT/DEM HR Service Center		
General Information to Candidate	Shift and Days:	1st Shift, Monday-Friday	Job Location:	2 Capitol Hill, Providence
	Restrictions/Limitations:	Restricted to leave of incumbent		
	Position Covered By Collective Bargaining Union Agreement	Yes	No	X
	Name of Bargaining Unit Union:	Non-Union/Confidential		
	There is* __ is not __ a Civil Service List for this position	See A/B or Both for Specific Instructions		
Statement of Duties	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.			
	<b>INSTRUCTIONS:</b>			
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application or within a cover letter</u> , both the File Position Title and Number.			
	<b>Most Important</b> - Please include the following information: <ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>			
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>			
Minimum Education & Experience	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>			
	<b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.			
	<b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).			
	<b>DUTIES / RESPONSIBILITIES:</b> To be specifically assigned to provide non-clerical, paraprofessional support to professional personnel in direct delivery of professional human resources services (e.g. classification/compensation, merit selection and appraisal, labor relations, organizational analysis, personnel administration, payroll and/or a comparable specialty); and to do related work as required.  This position is specifically responsible for assisting in implementing a variety of complex integrated payroll functions (including the Oracle payroll system), including retroactive payments requiring multiple adjustments and processing of various specialized payrolls; coordinating various aspects of workers' compensation cases, ensuring ongoing verification of payroll records, implementing and monitoring agency FMLA cases, implementation of personnel rules and comparable tasks. For additional information, the official job description is available at the <a href="http://www.hr.ri.gov/classifications/jobspecs.php">www.hr.ri.gov/classifications/jobspecs.php</a> .			
Where to Apply	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>			
	<b>Education:</b> Such as may have been gained through: possession of an associate's degree, including or supplemented by courses in public administration, human resources management, psychology, education, or a closely related field; and <b>Experience:</b> Such as may have been gained through: employment involving the performance of a variety of complex clerical functions in a human resources environment. <b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.			
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.			
	<b>EMAIL OR MAIL YOUR RESUME OR CS-14 APPLICATION TO:</b> Brenda Machon Office of Personnel Administration One Capitol Hill Providence, RI 02908 e-mail address: <a href="mailto:B-M-Resume@hr.ri.gov">B-M-Resume@hr.ri.gov</a> TTY/TDD #: <a href="tel:711">711</a> (Telecommunication Device for the Deaf)			



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